



Adoption Counselor & Events Coordinator, Animal Welfare League of Arlington in Arlington, VA

Adoption Counselor & Events Coordinator

The Adoption Counselor and Events Coordinator is a member of the Behavior & Adoptions Team of the Animal Welfare League of Arlington and will assist with all aspects of the offsite adoption events program for the League. This full-time position and is based in Arlington, Virginia.

About the Animal Welfare League of Arlington

Since 1944, the Animal Welfare League of Arlington has been committed to improving the lives of animals. The League provides temporary care and refuge for homeless and suffering animals; places animals in loving responsible homes, provides animal control services to Arlington County, and subsidizes county funds to provide a wealth of animal welfare and community services. The Animal Welfare League of Arlington is a nonprofit 501(c)(3) organization.

The Animal Welfare league of Arlington is dedicated to creating a world where all companion animals find compassionate and permanent homes. For more information, please visit www.awla.org

Reporting Relationships

This position reports to the Director of Behavior & Adoptions and works within a team 3-4 staff members. The Adoption Counselor and Events Coordinator will also work closely with League staff, volunteers, and the public.

RESPONSIBILITIES

- Qualify and counsel potential adopters applying to adopt cats, dogs, and small companion animals on pet care and owner responsibilities
- Serve on the AWLA front desk on a rotating basis
- Assist with all aspects of adoption program including dog behavior evaluations and conducting pre-adoption consultations advising adopters on behavior, training and health
- Assist with enrichment and wellness activities for shelter animals to include training for shelter staff/volunteers on a variety of animal related subjects as assigned
- Post adoptable animals on applicable adoption sites for added exposure/ interest
- Manage operational protocols for tracking adoption follow-ups
- Resolve issues and provide behavioral support concerning adoptions either pre or post adoption through email, phone consults, and in person
- Participate in euthanasia decisions for behaviorally compromised animals
- Coordinate with local businesses/vendors and maintain relationships to present animals for adoption off grounds. Find and qualify new vendors for hosting events
- Coordinate and attend events to promote AWLA and our adoptable animals



- Arrange and transport animals to and from AWLA shelter partners, groomers, vet appointments, special events, TV segments, etc., as needed
- Must hold a valid Virginia driver's license and a clean driving record
- Interact with event attendees, oversee supplies and direct the work of event volunteers
- Oversee the direct care, cleaning, socialization and enrichment of event animals
- Serve on the AWLA front desk on a rotating basis
- Administrative tasks including, but not limited to, restocking supportive materials, filing contracts, creating adoption folders and data entry
- Willing to work evenings and weekends with a flexible schedule on a regular basis

External Relations

This position is required to interact directly with the public working at off-site events as well as working 8+ hours a week at the front desk in customer service and adoptions, including dispatching animal control calls on a rotating basis with other staff members

Required Qualifications

- 2+ years of professional work experience in an Animal Shelter or in an Animal Care environment
- Knowledge of animal care and behavior to include dogs, cats, and small companion animals
- Prior skills in handling and assessing animal behavior
- Excellent customer service and counseling skills
- Strong interpersonal skills and demonstrated ability to write clearly and persuasively
- Demonstrated ability to engage, inspire and instruct people
- Flexible schedule with the ability to work some evenings and weekends
- Bachelor's degree (BS or BA) or 5+ years of equivalent experience
- Computer literacy

Desired Qualifications (helpful but not required)

- Experience in the field of animal welfare or animal shelter
- Experience with "hands on" nonprofits
- Experience working with PetPoint

Personal Characteristics

- Passion for the mission of Animal Welfare League of Arlington
- Ability to think analytically and problem solve, combined with a willingness to ask questions and work collaboratively
- Energetic, hard-working, and a team player
- Highly organized, and detail-oriented self-starter
- Positive, enthusiastic, professional image in representing AWLA, both internally and externally
- Discretion with confidential information

Travel Requirements

This position will require regular travel in order to attend adoption and community events. A valid



driver's license and willingness to drive a full sized van is required.

Other Requirements

Requires prolonged sitting at a computer station and/or standing with bending, stooping and stretching, crouching and crawling, eye-hand coordination and manual dexterity sufficient to operate vehicle, medical equipment, machinery, safety equipment, and office/computer equipment. May be required to lift items and animals up to 50 lbs. and be physically active on a regular basis with possible periods of heavy exertion. May be exposed to disinfectant solutions and subject to bites and scratches while handling animals of questionable temperament. Requires normal range of hearing and eyesight to communicate with animals, the public, volunteers, and staff. Also requires flexibility to readily adapt to a fast paced changing environment and the ability to work long hours including weekends and holidays.

Must be comfortable handling dogs, cats, small companion animals and wildlife on a regular basis.

Compensation

This is a full-time, non-exempt, hourly position. Salary range is within the Society of Animal Welfare Administrators (SAWA) median range which is \$13.50 - \$15.00 per hour (DOE)

To Apply

Please submit the following application materials to Claudia West at jobs@awla.org with Adoption Counselor and Events Coordinator in the subject line:

- A thoughtful cover letter describing your interest in the position and how your experience relates to the required qualifications
- Current and up to date Resume
- Please include salary history for the past three roles or indicate your salary expectations

Animal Welfare League of Arlington is an Equal Opportunity Employer, with a commitment to diversity in the workplace.